



City of Santa Barbara  
Planning Division  
**Architectural Board of Review (ABR) and Historic  
Landmarks Commission (HLC) Landscape  
Submittal Packet**

Community Development  
630 Garden Street  
805-564-5578



ATTACHMENTS INCLUDED IN THIS PACKET:

- \_\_\_\_\_ ABR & HLC Submittal Checklist
  - \_\_\_\_\_ Application Cover Sheet for the Design Review Boards
  - \_\_\_\_\_ Project Statistics
  - \_\_\_\_\_ ABR & HLC Review Process
  - \_\_\_\_\_ Landscape Design Standards for Water Conservation
  - \_\_\_\_\_ Landscape and Irrigation Summary Table
  - \_\_\_\_\_ Water Efficient Landscaping List of Free Materials
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- Coastal, zoning, parking and Planning Commission handouts are available at the Planning and Zoning Counter.
  - For more information or guidelines listed on the reverse side, please contact the Planning Division Staff at:

**Community Development  
630 Garden Street  
Santa Barbara, Ca 93101  
Phone: (805) 564-5470**

**THE FOLLOWING ADDITIONAL INFORMATION AND GUIDELINES ARE AVAILABLE:**

**Architectural Board of Review:**

- Airport Design Guidelines
- Architectural Board of Review Guidelines
- Architectural Board of Review Ordinance
- \*Haley-Milpas Design Manual
- Upper State Street Area Design Guidelines

**Historic Landmarks Commission:**

- \*Guidelines - El Pueblo Viejo District
- Historic Landmarks Commission Ordinance
- Rules and Procedures
- State Street Landscaping Guidelines

**Both Architectural Board of Review and Historic Landmarks Commission:**

- Design Review Requirements for Single Family and One-story Duplex Projects (*N.P.O. Checklist*)
- Landscape Design Standards for Water Conservation
- Landscape and Irrigation Summary Table
- Questions and Answers regarding Landscape Design Standards for Water Conservation
- Questions and Answers regarding Mailed Noticing for Design Review Hearings ABR & HLC
- \*Single Family Residence Design Guidelines
- Water Efficient Landscaping List of Free Materials
- Waterfront Area Design Guidelines

**Sign Committee:**

- Sign Ordinance
- Sign Pamphlet
- Sign Review Guidelines
- Sign Submittal Checklist

**\* *These items require a fee.***



City of Santa Barbara  
Planning Division  
**Application Cover Sheet for the Design Review  
Boards - Applicant Information Disclosure**

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The items listed below have the potential to cause delays and require project redesign during the ABR/HLC and Building Permit issuance processes, if not addressed initially by the applicant. Circle either Yes or No for each below. If the item does not seem to apply, consult with Planning Stadd before circling N/A. If you need more information on a City Ordinance, ask City Staff, or check the City Web Site.

Please sign and date the bottom of this sheet to acknowledge that you have verified the following:

**1. Zoning Issues**

Was the proposed project designed to comply with:

- |  |     |    |     |
|--|-----|----|-----|
| a. The Solar Access Ordinance? (Applies to residential only) | Yes | No | N/A |
| a. The Building Height Regulations?                          | Yes | No | N/A |
| b. All setback and parking requirements?                     | Yes | No | N/A |

Do the plans show all of the following:

- |  |     |    |     |
|--|-----|----|-----|
| d. All property lines shown accurately?  | Yes | No | N/A |
| e. All setback distances   | Yes | No | N/A |
| f. The location and amount of all open yard, or open space and private outdoor living space areas? | Yes | No | N/A |
| g. Parking (existing & new) with dimensions?   | Yes | No | N/A |

**2. Environmental Concerns**

Is the proposed project site located in:

- |  |     |    |
|--|-----|----|
| a. A Flood Plain?                                | Yes | No |
| b. The Hillside Design District?                 | Yes | No |
| c. A Special Design District?                    | Yes | No |
| d. A Landmark District (or a Landmark building)? | Yes | No |
| e. The Coastal Zone?                             | Yes | No |
| f. An Archaeologically Sensitive Zone?           | Yes | No |
| g. The High Fire Hazard Area?                    | Yes | No |

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**Signature (applicant or agent)**

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**Date**

## CITY OF SANTA BARBARA DESIGN REVIEW APPLICATION PROJECT STATISTICS

PROJECT ADDRESS: \_\_\_\_\_ ZONE: \_\_\_\_\_

APN: \_\_\_\_\_ NET LOT SIZE: \_\_\_\_\_ AVERAGE SLOPE: \_\_\_\_\_

Application for: (Check all that apply)

COMMERCIAL

☐ New Building(s)

☐ Addition(s)

☐ Alteration(s)

RESIDENTIAL

☐ New Building(s)

☐ Addition(s)

☐ Alteration(s)

MIXED USE

☐ New Building(s)

☐ Addition(s)

☐ Alteration(s)

☐ Other (Describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DESCRIBE STRUCTURES ON SITE:**

Include all structures, even if no changes are proposed to some of the structures on site. Indicate the type of structure, such as residence, commercial bldg., office, garage, shed, poolhouse, duplex, triplex, etc., and the square footage.

1.

Building type/use	Existing floor area	(Demolished)	Proposed new sf	Gross floor area
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2.

Building type/use	Existing floor area	(Demolished)	Proposed new sf	Gross floor area
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3.

Building type/use	Existing floor area	(Demolished)	Proposed new sf	Gross floor area
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4.

Building type/use	Existing floor area	(Demolished)	Proposed new sf	Gross floor area
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**Total Floor Area:**

Existing floor area	(Demolished)	Proposed new sf	Gross floor area
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☛ **NOTE:** For Measure E purposes, commercial square footage is based on inside (net) dimensions. If applicable,

**Proposed total net new commercial floor area:** \_\_\_\_\_ sq. ft.

**FLOOR AREA RATIO (TOTAL OF ALL EXISTING & NEW FLOOR AREA TO LOT AREA):** \_\_\_\_\_

**NUMBER OF RESIDENTIAL UNITS ON SITE AT PROJECT COMPLETION:**

Studios: \_\_\_\_\_ One-bedroom units: \_\_\_\_\_ Two-bedroom: \_\_\_\_\_ Three + : \_\_\_\_\_

**PARKING:**

Existing Number of Spaces: Covered \_\_\_\_\_ Uncovered \_\_\_\_\_

Proposed Number of Spaces: Covered \_\_\_\_\_ Uncovered \_\_\_\_\_

Required Number of Spaces: Covered \_\_\_\_\_ Uncovered \_\_\_\_\_

**GRADING QUANTITY:**

Under the footprint of main structures: \_\_\_\_\_ Cut + \_\_\_\_\_ Fill = \_\_\_\_\_ total cubic yards

Outside the footprint of main structures: \_\_\_\_\_ Cut + \_\_\_\_\_ Fill = \_\_\_\_\_ total cubic yards

**MAXIMUM HEIGHT OF NEW CONSTRUCTION:** \_\_\_\_\_ feet (at top of ridge, from natural grade)

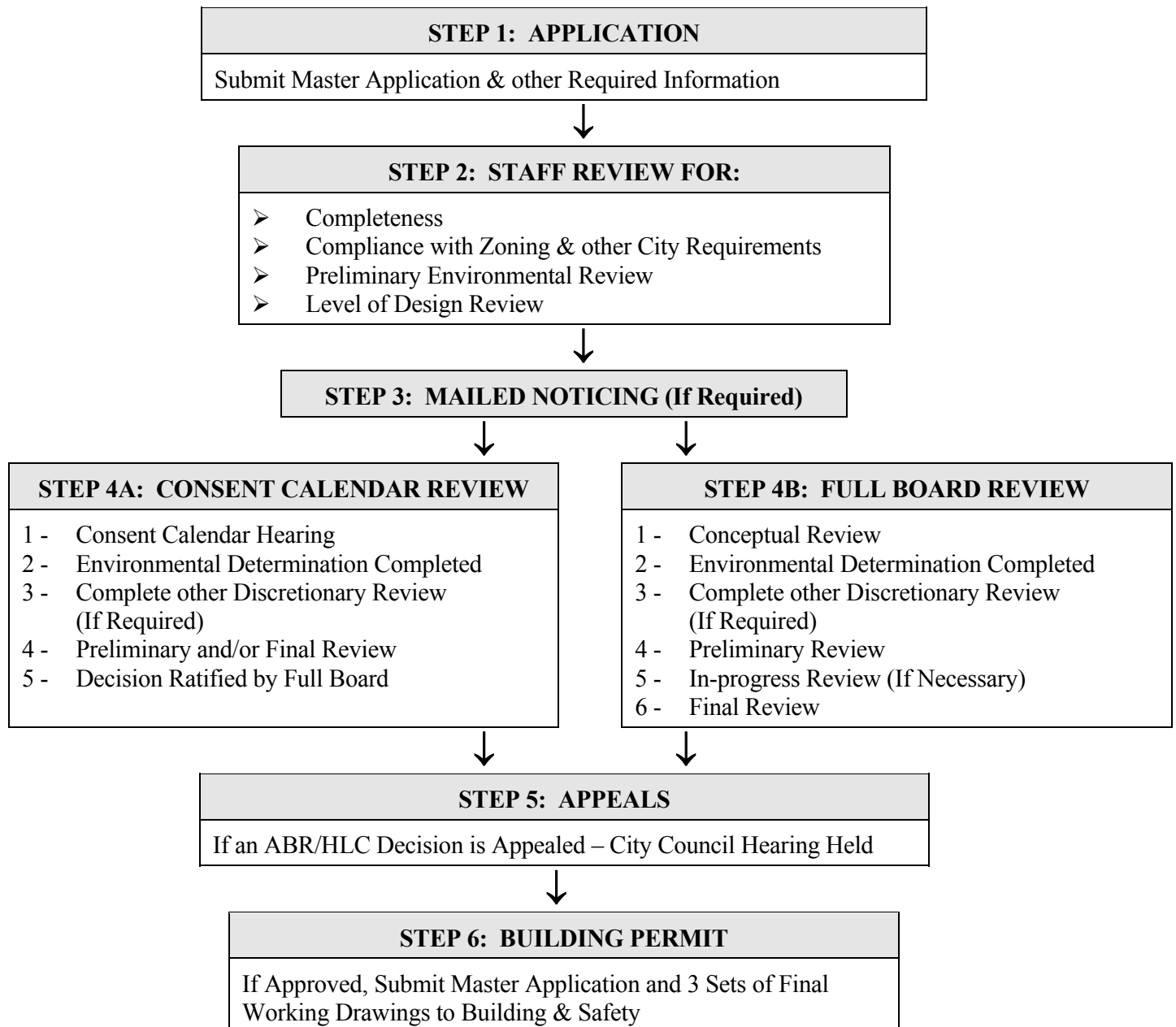


City of Santa Barbara

Planning Division

## Architectural Board of Review (ABR) and Historic Landmarks Commission (HLC) Review Process

Community Development  
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**EXPLANATION OF THE DIFFERENT LEVELS OF REVIEW  
OF  
ARCHITECTURAL BOARD OF REVIEW (ABR)/  
HISTORIC LANDMARKS COMMISSION (HLC)**

- **CONCEPT** - This is the first level of plan review for a project at Full Board. Applicants are encouraged to come in with sketches and/or very conceptual drawings. The Board usually gives comments to guide the applicant on the design of the project so that it can advance to the next level of review, which is preliminary. The Board may give a preliminary approval if sufficient information has been given and no other discretionary review is required.
- **PRELIMINARY** - This is the second level of plan review for a project at Full Board. The Board reviews comments made at the concept level and does a more extensive review of the project. For purposes of Government Code 65950, a Preliminary Approval shall be considered to be "approval" of the project by the Board and concludes the discretionary phase of project review; however, final approval is still required prior to application for a building permit. It determines the site plan configuration and design that must be followed in the working drawings. All other discretionary approvals must be completed prior to preliminary approval being granted.
- **IN-PROGRESS** - This is an interim level of plan review for a project at Full Board. If the Board has expressed concern about a specific item (e.g. details, colors, etc.) the applicant may be requested to submit "In Progress" drawings to assure that the drawings are consistent with the preliminary approval. This process may occur several times before a project can be submitted for final review.
- **FINAL** - This is the third level of plan review for a project at Full Board. If the completed working drawings for the project meet all of the conditions set at the preliminary level and the plan details are provided, such as color samples, roof materials, window details, door hardware and exterior lighting fixtures, then final approval may be granted. Final plans will be approved if they are in substantial conformance with the plans given preliminary approval.
- **REVIEW AFTER FINAL** - This is the fourth level of plan review at Full Board available for projects that have been given final approval. Review after final occurs when there is a proposed change to a project after final approval has been granted. An applicant must submit a supplemental application along with revised plans and appropriate fees.
- **CONSENT CALENDAR** - This level is primarily for minor changes to existing buildings, such as change of window styles, awnings, change of roof materials, etc. The Consent Review is a meeting with one member of the Board, whose decision is not final until acted upon by the Full Board at the regular meeting. Items are scheduled on the Consent Calendar after determination by Design Review Staff or at the direction of the Full Board.



City of Santa Barbara  
Planning Division

## Landscape Design Standards for Water Conservation

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### I. INTRODUCTION

It is the policy of the City of Santa Barbara to promote the efficient use of water. These standards are intended to promote such efficiency while allowing the maximum possible flexibility in designing attractive and cost effective landscapes. The standards were adopted by the Council of the City of Santa Barbara on June 27, 1989 as Resolution No. 89-077. The effective date of the standards is July 27, 1989.

### II. DEFINITIONS

- A. Landscaped Area: All areas that are proposed to be planted or to be covered with permeable material as a part of a development proposal.
- B. Drought Tolerant Plants: Those plants that are likely, after becoming established, to remain healthy in the proposed location on irrigation limited to twelve inches of water per square foot per year.
- C. Design Review Board: The Architectural Board of Review or Historic Landmarks Commission.

### III. APPLICABILITY

Compliance with these standards is mandatory for all landscaping proposed as part of projects that are subject to review by the Architectural Board of Review or Historic Landmarks Commission. (SBMC Section 22.80.020)

### IV. EXCEPTIONS

Exceptions to these standards may be granted only by the design review board having jurisdiction and only after making a finding that the exception will promote equivalent or greater water conservation. Requests for exceptions shall be in writing and shall be submitted to the City at the time of making application for review by the design review board.



**V. COMPLIANCE REQUIREMENTS**

- A. All lawns shall utilize turf species listed as low water use varieties on the most recent list of low water use species published by the University of California Cooperative Extension.
- B. Turf shall not be used on slopes of 20% or greater.
- C. Except where additional lawn area is specifically determined by the design review board to be intended for passive or active recreational use, the following restrictions shall apply:
- D. Commercial projects shall be designed without the use of turf.
- E. In projects other than commercial projects, including residential and institutional type projects, no more than 20% of the landscaped area shall be planted in lawn and/or non-drought tolerant plants.
- F. All planted areas, except those with lawns, groundcover, or other low lying shrubs, shall include mulch material to an average thickness of at least two inches throughout, except in the immediate vicinity of plant stems.
- G. Irrigation systems shall be designed such that there are separate valves serving each of the following areas:
- H. Lawn areas;
- I. Areas planted with non-drought tolerant plants; and
- J. Areas planted with drought tolerant plants.
- K. Irrigation systems shall be designed to prevent overspray and run-off. Areas of sprinkler coverage shall be shown on the irrigation plan.
- L. A written list of irrigation stations, and the precipitation rates of those stations in inches per hour, shall be included on the irrigation plan.
- M. Drip, trickle, or other low volume irrigation shall be provided on at least 25% of the landscaped area.

## **VI. RECOMMENDED ADDITIONAL MEASURES**

The following components are recommended for inclusion at the option of the designer, except when in conflict with other code requirements:

- A. Provide tensiometers in conjunction with automatic irrigation controllers, where appropriate, installed in accordance with manufacturers' recommendations.
- B. Where appropriate as an alternative to automatic irrigation control, use metering valves designed to apply a specified amount of water.
- C. Where feasible, provide permeable paving instead of asphalt or concrete on patios, walkways, and parking areas.
- D. Avoid use of turf and spray-type irrigation systems in areas that have a relatively high perimeter-to-area ratio, such as parkways, medians, and narrow beds.
- E. In cases where structural or horticultural requirements do not conflict, provide infiltration trench, drool, cistern, or other means to prevent rainwater and pavement run-off from leaving the site.
- F. Provide soils amendments as appropriate to improve moisture holding properties of the soil.
- G. Provide check valves at the low end of irrigation lines to prevent unwanted draining or irrigation lines.

## **VII. SUBMITTALS**

- A. Applicants subject to mandatory compliance shall provide all relevant information on the landscape plans, including common and botanical names for plant and turf species, calculations of allowable areas of lawn area and non-drought tolerant plants, required areas of drip/trickle irrigation, and specific requests for any exception to the requirements of these standards. Requests for exception must be accompanied by documentation demonstrating that the finding of equivalent or greater conservation can be made.
- B. A landscape architect, licensed under the laws of the State of California, shall state on the plans that the landscape design complies with the mandatory element of these standards.

EXCEPTION: On projects that are limited to one single family residence and on projects consisting solely of landscaping and not more than 5,000 square feet thereof, the owner of the property and a landscape contractor licensed under the laws of the State of California shall also be authorized to state that the plans are in compliance with these standards.

A City-approved format shall be used for all statements of compliance.

### **VIII. DETERMINATION OF CONFORMING INSTALLATION**

A landscape architect, licensed under the laws of the State of California and listed with the Building Official as an eligible special inspector, shall inspect the completed installation prior to final building permit approval and shall determine in writing that the installation substantially conforms to the approved plans.

EXCEPTION: On projects that are limited to one single family residence and on project consisting solely of landscaping and not more than 5,000 square feet thereof, the owner of the property and a landscape contractor licensed under the laws of the State of California shall also be authorized to perform such inspection and conformance determination.

A City-approved format shall be used for all conformance determinations.

### **IX. COMPLIANCE VERIFICATION**

Verification of compliance with these standards, as applicable, shall be by the Community Development Department and the design review board in accordance with the following requirements:

- A. No development application shall be scheduled for final review by the design review board unless the plans contain all required information and a statement of compliance in accordance with Section VII above.
- B. The design review board shall be authorized to interpret, but not to waive, the requirements of these standards. Any appeal of a decision of the design review board regarding these standards shall be by the process established for appeal of other decisions of the board.
- C. No building permit shall be issued unless the statement of compliance required by Section VII above has been included on the final landscape plans submitted for plan check.
- D. No building permit shall be given final approval prior to receipt by the Building Official of a written determination of conformance as required by Section VIII above.



City of Santa Barbara  
Planning Division  
**Landscape and Irrigation Summary Table**

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A Statement of Compliance certifying that the landscape and irrigation plan complies with the mandatory elements of Landscape Design Standards for Water Conservation (Council Resolution No. 89-077), must be signed by a landscape architect licensed under the laws of the State of California (see Note below). The boxes on this table are for indicating where these items or notes are located on the plans.

1. Note on plan and verify that all proposed lawns shall utilize turf species listed as low water use varieties on the most recent list published by the University of California Cooperative Extension.
2. Note on plan that proposed turf areas shall not be located on slopes in excess of 20%.
3. List the allowed and proposed percentage of turf landscaping as they relate to the following:
  - a. Commercial projects shall be designed without turf.
  - b. No more than 20% turf or non-drought tolerant landscaping shall be used on all other projects.
4. Note or show in a standard detail that all planted areas (except lawns, groundcover, or other low lying shrubs) include mulch material to an average thickness of at least two inches throughout, except in the immediate vicinity of plant stems.
5. Irrigation plans shall clearly delineate separate irrigation valves serving each of the following areas:
  - a. Lawn areas;
  - b. Areas planted with non-drought tolerant plants;
  - c. Areas planted with drought tolerant plants; and
  - d. Separation of shade and sun areas.
6. Areas of sprinkler coverage shall be shown on the plans and shall be designed to prevent overspray and run-off. Indicate location of automatic rain shut-off valve.
7. The plans shall include a written list of irrigation stations, and the precipitation rates of those stations in inches per hour.
8. Note and show the percentage of drip, trickle, or other low volume irrigation and provide for a minimum of 25% of the proposed landscape area.
9. If the project is located in the High Fire Hazard area obtain a preliminary stamp of approval from the Fire Department on the plans.

**NOTE:** There are two exceptions to the requirement that a licensed landscape architect certify that the plans are in compliance with the provisions of the Landscape Design Standards: 1) single family residence projects; and/or 2) projects consisting of less than 5,000 square feet of new landscaping. Under these circumstances, the owner of the property and a landscape contractor licensed under the laws of the State of California shall also be authorized to state that the plans are in conformance with the Landscape Design Standards.